



Manor Lakes P-12/ Specialist College



1:1 Laptop Program

Years 7 & 8
2010

1:1 Laptop Program



Manor Lakes P-12/Specialist College

In 2010 Year 7 and Year 8 students will be participating in a 1:1 Laptop Program. This is an exciting initiative that the college has embraced to meet the needs of the 21st century learner.

At our college we believe that today's students think, connect and communicate differently to students who were at school even a few years ago. We are aware that our students live in a world where information can be accessed and shared quickly over the Internet, where they can communicate with peers and create new knowledge.

As a college we are keen to inspire and engage this new generation of learner with today's tools and assist them in reaching their full potential in all areas of the curriculum.

At Manor Lakes College we want our students to strive for excellence through a personalised learning program that integrates the curriculum and fully exploits the use of Information and Communication Technology (ICT). The Ultranet will help to facilitate this learning.

The Year 7 & 8 1:1 laptop program will help us achieve this by –

- ❖ Providing each Year 7 & 8 access to their own laptop throughout the course of the day for learning to be *'Anytime, Anywhere'*
- ❖ Providing wireless broadband Internet access that connects all students to local and global communities
- ❖ Allowing all students to access information quickly and create products that demonstrate their understanding in all areas of the curriculum.
- ❖ Providing all students with opportunities for rich and relevant learning that is engaging and promotes excellence

The Curriculum:

Manor Lakes College will design all learning programs based on the Victorian Essential Learning Standards, <http://vels.vcaa.vic.edu.au/about/index.html> that guides the Victorian curriculum. Students in Year 7 and 8 will work within these standards in all areas, including Literacy, Numeracy, Arts, Humanities and Sciences. With this in mind, the laptops will provide the students heightened access to research, publishing, problem solving, designing, and presenting of their achievements in a fluid and flexible environment.

The Laptop:

The Apple MacBook has been chosen for the 1:1 Laptop Program, and will complement the Apple set up across the college. An extensive range of applications will be available on the laptops, including the Office suite, iMovie, iPhoto, GarageBand, iWeb, Keynote and Pages. The laptops will be dual platform and can be operated in the Mac or Windows environment.

The students will continue to use the laptop with which they are issued for the three year duration of the 1:1 Laptop Program. Software will be continually updated at no extra cost to families. This will usually take place during holiday periods. Regular hardware checks will also be made during these periods as part of the yearly laptop fee. It is strongly advised that all parts of the computer, including chargers are well looked after by the student and their family.

Year 7 Laptop Specifications

13- inch (white)
2.26GHz Intel Core 2 Duo
2GB DDR3 memory
250GB hard drive1
8x double-layer SuperDrive
NVIDIA GeForce 9400M graphics
Built-in 7-hour battery2
Polycarbonate unibody enclosure
Carry Case

Year 8 Laptop Specifications

13-inch (White)
2.1GHz Intel Core 2 Duo
2GB 1066MHz DDR3 SDRAM -
2x1GB
120GB Serial ATA drive @ 5400 rpm
Superdrive 8x (DVD-R DL/DVD-RW/
CD-RW)
Crystal Case
Carry Case

Learning with a Laptop

Will students use computers “too much” for schoolwork?

The Laptops will complement the college curriculum by providing appropriate digital learning tools in balance with other learning tools. Students will use the laptops where they serve a purpose, for instance, in research, data analysis and generating presentations.

Wireless access will allow for “just in time” learning where students can search for information or collaborate with others in a real time context.

How can Laptops improve learning?

With greater access to real time information, digital learning resources, educational software and collaborative workspaces, students experience higher levels of motivation and engagement in their learning.

Typically students experience initial improvement in areas such as organisational and technological skills, revision, writing and editing work. With the development of presentations and other multi media projects students experience subsequent improvement in analytical, presentation and speaking skills.

Involvement in “virtual workspaces” creates opportunities for collaboration and communication, improving relationships in the classroom through a greater level of interaction between students, their peers and their teachers. A networked environment where it is easy to share developing work and research with peers and teachers is the environment students will live and work in during their future.

Students working together and providing solutions to real world problems will create links beyond the classroom and move levels of thinking beyond a simple knowledge framework to complex analysis and evaluation.

The laptop will promote increased levels of learning both in and out of school with an emphasis on higher order thinking, creative thinking, learning and expression.

How will the Laptop be used in the classroom?

This is a technology rich world and students are immersed in digital technology in their out of school lives. Schools can either capitalise on young people’s affinity for technology or fail to engage them in learning and be perceived as more and more irrelevant. The use of the laptop in the classroom will evolve over time as students and teachers become more familiar with the devices and so will be able to maximise their use to support teaching and learning in the classroom wherever that classroom may be.

Staff and students will collaborate to use the laptop as a tool, which develops the student as information seeker, analyser, evaluator, problem solver and decision maker. They will use programs to create ways in which to communicate their findings and become publishers of their own work

Will you evaluate learning outcomes differently?

Students will continue to be evaluated against the Victorian Essential Learning Standards (VELS).

Won't students be able to cheat by using the spelling checker?

The spell checker is a tool to allow students immediate feedback on the correct spelling of words they use. It will supplement the college spelling program, but will not replace it.

What if students play on computers during the school day instead of going outside for recess?

The laptops will provide additional support for student learning, and as such, students will be supervised, as they would be for any learning activity. Furthermore, the issues of screen time limits, supervised Internet use, and best academic uses will be covered by the 'Internet and Mobile Phone Acceptable Use Agreement'. (Appendix A)

What if the students use the laptop for cyber-bullying or inappropriate use?

The laptop is not to be used in any way to send messages, take photos or take part in any form of cyber-bullying. We expect students to be aware of their social activities online and will teach students about appropriate online behaviour. If they are caught using the laptop for cyber-bullying or inappropriate behaviour, follow up action will result in time without the laptop and notification to parents.

How will you keep us informed about the integration of Laptops into the curriculum?

The school newsletter and website will provide updates to the whole school community about the use of the laptops by students and teachers in and out of the classroom. We will be having further parent information evenings on the 1-to-1 program and will take this opportunity to encourage students to show the extent of their development with the laptops.

Handling, Loss and Damage

Will the laptop withstand handling by students?

The white MacBook has been designed specifically for the education market. The computer hardware and screen are protected by a tough polycarbonate enclosure. They can withstand some rough handling, but there will be accidents and some will be dropped or suffer heavy knocks. If you feel that you require additional protection for greater peace of mind there are options. One readily available option is the hard protective shell that fits neatly onto the enclosure. This will allow the laptop to slip easily into a back-pack for transport. The laptop does not have to be removed from the shell to be used.

This special casing will come with the Year 7 laptops, but will need to be purchased for the Year 8 laptops.

What tips are there for looking after the laptop?

- ▶ Always close your laptop when carrying it, to prevent screen damage.
- ▶ Always use the carry bag - they are designed to reduce the impact of drops.
- ▶ Don't drink anywhere near your laptop (This includes family members)
- ▶ Think twice before shutting the screen – is there anything on the keyboard?
- ▶ Always ensure cables are well out of the way to avoid tripping over them.
- ▶ Have your laptop fully charged before bringing it to school.

- ▶ Never leave your laptop in an unlocked car.
- ▶ Never leave your equipment unattended in public, even for a short time.

What if a laptop is damaged, lost or stolen?

Unfortunately accidents can happen. We encourage students and families to take particular care of the laptops at school and home. With proper care accidents can be avoided. However, if the laptop is accidentally damaged it is insured. The fee for a laptop will include insurance. Insurance will cover the laptop from all non-warrantable damage at school, home or in transit. The excess on a claim is \$150. Costs less than this amount would be the responsibility of the parents. The insurance will not cover theft if the laptop is left unprotected in plain sight or willful damage. There is a 3 year warranty on the machine.

(Appendix B) is a copy of the Insurance Agreement Policy and (Appendix C) is a copy of the note that is sent home to parents via mail if there needs to be an insurance claim through the school's insurance company.

The turn around time for a laptop repair is determined by the severity of the repair/damage, and the workload of the repairers.

[Appendix A]



Manor Lakes College

2-50 Minindee Drive, Wyndham Vale, 3024

Part A– The agreement to be signed by the student and parent.
See part C for support information.

When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:

- be a safe user whenever and wherever I use that technology
- be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work or socialise with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- report to an adult if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour

When at school I agree to:

- behave according to my school's Code of Conduct
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use appropriate language when talking to and working with others online and never participate in hate mail or acts of harassment
- use the internet at school for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images)
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think about how I use content posted on the internet and not simply copy and paste information from websites
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or classroom teachers
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- talk to my teacher or another adult if:
 - I need help online
 - I feel that the welfare of other students at the school is being threatened
 - I come across sites which are not suitable for our school
 - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.

When I use my mobile phone, iPod or other mobile device I agree to:

- use it for learning purposes as directed by my teacher
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

To this end, when using my mobile device as a phone, I will:

- keep my phone on silent during class times and only make or answer calls and messages outside of lesson times – except for specified learning purposes
- protect the privacy of others and never post private information about another person using SMS messages.

When using my mobile device as a camera I will:

- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers)

- seek written permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space
- respect others when I talk to and work with them online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites (e.g. blogs)

This Acceptable Use Policy for Mobile Devices also applies to students during school excursions, camps and extra-curricula activities.

I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

I have read the Internet - Acceptable Use Kit carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet access privileges being suspended or revoked.

Student Name

Year Level

Student Signature

Parent Signature

Date

If as a parent or student you have any concerns about this agreement or internet safety in general, contact either the school or NetAlert Australia's internet safety advisory body on 1800 880 176 or visit <http://www.netaalert.gov.au/>

Part B –The schools' support for responsible and ethical use of technology?

Manor Lakes P-12/Specialist College uses the internet as a teaching and learning tool. We see the internet and mobile technology as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technology responsibly at school. Parents should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At **Manor Lakes P-12/Specialist College** we have a responsible use program across the school and reinforce the values and behaviours of the school code of conduct when students use technology and the internet.

- provide a filtered internet service
- provide access to the DEECD search engine CONNECT (www.education.vic.gov.au/primary), which can be used to restrict students to only using websites that have been teacher recommended and reviewed
- provide supervision and direction in internet activities and when using mobile technologies for learning
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the internet
- provide support to parents to understand this agreement (e.g. language support)
- provide support to parents through information evenings and through the document attached to this agreement

Part C - Advice for Parents

Please keep this as a resource to use at home

About the agreement

Manor Lakes P-12/Specialist College believes the teaching of cybersafe and ethical online behaviour is essential in the lives of students and is best taught in partnership between home and school. 21st Century students spend increasing amounts of time online learning and socialising. These online communities need cybercitizens who do the right thing by themselves and others online, particularly when no one is watching.

Safe and ethical behaviour online is explicitly taught at our school and support at home is requested.

It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing of inappropriate images.

Bridging the gap between home and school

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.

If you have the internet at home, encourage your child to show you what they are doing online.

At home we recommend you:

- find out how your child uses the internet and who else is involved in any online activities
- have the computer with internet access in a shared place in the house – not your child's bedroom
- ask questions when your child shows you what they are doing, such as:
 - how does it work and how do you set it up?
 - who is else is sharing this space or game? (do you know them or did you 'meet' them online?)
 - can you see any risks or dangers in the activity - what would you say to warn/inform a younger child?
 - what are you doing to protect yourself or your friends from these potential dangers?
 - when would you inform an adult about an incident that has happened online that concerns you? (Discuss why your child might keep it to themselves.)

Statistics show that students will not approach an adult for help because:

- they might get the blame for any incident
- they don't think adults "get" their online stuff
- they might put at risk their own access to technology by either:
 - admitting to a mistake or
 - highlighting a situation that might lead a parent to ban their access.

Protecting personal privacy rights and those of other students

Students like to publish information about themselves and their friends in spaces like MySpace, Facebook and blogs, but in doing so they can make themselves more vulnerable to being approached, groomed or bullied online. To avoid this we recommend they:

- don't use their own name, but develop an online name and use avatars.
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have.
- don't allow anyone they don't know to join their chat or collaborative space.
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them.

Using the internet in line with school's student code of conduct

Using appropriate language when talking to and working with others online and never write or participate in hate mail.

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. Often very few adults visit this online environment. The

web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Students need to be reminded then that their behaviour online must fall in line with the school's code of conduct.

Using equipment and resources properly for educational purposes as directed by teachers

It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as "free" but just looking at a page on the internet incurs a download cost. By just taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment.

Using social networking sites for educational purposes and only as directed by teachers

Web2 tools and social networking spaces allow students to be contributors to the web and allow them to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web.

The task, online space and responsibilities should be clearly outlined by the school and reinforced throughout the task.

The educational purpose should be clearly understood by the student and the online space defined by the school. When publishing, students should be aware that they are posting to the web and should follow safe practices which protect both their privacy and other members of the school community and post/create in an appropriate way for the school project.

Keeping away from rude or offensive sites.

In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students who deliberately seek out inappropriate content or use technology that bypasses filters, will have their internet access reviewed and their parents will be immediately informed.

Following copyright procedures

All music, information, images and games on the internet are owned by someone. A term called copyright is a legal one and has laws to enforce it.

By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts.

Remember if an offer is too good to be true, the chances are it is.

Evaluating and using content on the internet carefully

Not everything on the internet is true, accurate or unbiased. The school is working to teach information literacy skills, which enable students to locate, evaluate, and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt.

Not interfering with network security, the data of another user or attempt to log into the network with a user name or password of another student

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end students need to keep their password secret and not gain access to other students' login details.

Seeking teacher assistance

The internet has some flashy and tricky ways to lead users into some websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

We also want the whole school community to keep their internet environment as safe as possible so we ask your child if they see a site they think should be blocked to turn off their screen and let a teacher know.

Open communication between parents, teachers and students is the best way to keep students safe.

Use of mobile phone and other mobile technology

Mobile phones and technologies are a seamless part of our lives. The school is asking to have some say in how these technologies are used to ensure that there is the capacity for learning in a classroom. A classroom could have more than 25 mobile phones in it at any time. Student learning and concentration could well be hampered by texting and ringing.

The recording of both images and sounds can breach other student's rights under the Privacy Act. Sometimes students feel embarrassed telling their peers that they don't want their image or voice recorded. The use of such images can be instantly transmitted by SMS and/or posted online.

The Privacy Act says that the posting and sharing of information online or in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.

If you have any concerns about this agreement or Internet Safety in general. Contact either the school or NetAlert Australia's Internet safety advisory body on 1800 880 176. or visit <http://www.netalert.gov.au/>

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[Appendix B]



1:1 Laptop Program Insurance Policy Agreement

2010

Dear Parent/Guardian,

In 2009 the 1:1 Laptop Program began with each student in Year 7 having access to his or her own dedicated laptop. This has proven to be successful to date with some wonderful learning happening.

Now we are in the second year of the program. In term 1, the Year 8 students, and in term 2 the Year 7 students will be taking their laptops home to continue with school projects and tasks, and to develop study habits that allow them to be successful in their school years. The Year 7 and 8 team of teachers will have clear expectations of what the students will need to complete or begin at home. These expectations will be determined week-by-week depending on the tasks at hand.

As the laptops are expensive items we have purchased insurance for each laptop. Should there be any need to make a claim for a repair or replacement a \$150.00 excess fee needs to be paid by the family, whether the damage has occurred at home or school.

Please read the above information carefully and sign the following return slip by _____

I parent/guardian of

agree that I will pay the \$150.00 excess fee in the case that any claim needs to be made for repair or replacement due to damage at home or school caused by my child or any other family member.

Signed Date

To help us reduce any damage or theft of the laptop we ask that your child agree to the following –

- ✓ Always close your laptop when carrying it, to prevent screen damage
- ✓ Always use the carry bag - they are designed to reduce the impact of drops
- ✓ Don't drink anywhere near your laptop (This includes family members)
- ✓ Think twice before shutting the screen – is there anything on the keyboard?
- ✓ Always ensure cables are well out of the way to avoid tripping over them
- ✓ Never leave your laptop in an unlocked car
- ✓ Never leave your equipment unattended in public, even for a short time.

I, student in Year 7 / 8, agree to abide by the above tips for caring for the laptop. Signed Dated

[Appendix C]



Insurance Claim Notification

Date:

This notice is to inform you that your son/daughter from Year 7 /
8 has damaged their laptop at home/school.

The damage is

.....
.....

As part of the 1:1 Laptop Insurance Agreement, there is a \$150.00 excess fee for repairs or replacements due to damage at school or home caused by the above named student or any of their family members.

We would appreciate payment of the \$150.00 excess fee to be made to Manor Lakes P-12 Specialist College at your earliest convenience. Laptops are available for student use again once the fee has been paid.

Kind regards,

Laptop Coordinator